

APPENDIX A

1. A system for tracking receipt and internal movement resulting in a delivery or other final disposition status of items such as packages within an organization, wherein each item is sent by a sender and received from a carrier to be delivered to a recipient, said system comprising:

*Search
Q35
Delivery
Carrier
Red Eye*

- a) a portable data terminal programmed to:
 - (i) record information regarding the receipt of the item, and
 - (ii) record information regarding the internal movement of the item wherein the receipt information and the internal movement information are recorded with a data collection format;
- b) a base station capable of communicating with the portable data terminal for uploading electronic files thereto in order to modify the data collection format; and

wherein the system is configurable so as to allow a user to create one or more data collection formats at the base station, transmit the one or more data collection formats to the portable data terminal and to collect data in one of the data collection formats at the portable data terminal.

3. The system of claim 1, further comprising a data processing unit capable of communicating with the portable data terminal, wherein the data processing unit is programmed to

- (a) maintain a database of records relating to the received items, each of said records identifying an internal delivery address and internal movement status for a corresponding one of said received items;